

How to Add an Assignment Template to Your ePortfolio

A Guide for Students

Who is this for? This guide is for students who are looking to add an assignment template to their ePortfolio at the request of their professor.

Step 1: In your ePortfolio, go to the page where you want to add the template or assignment. Click the “Add Content” button or the (+) sign. (See image 1)

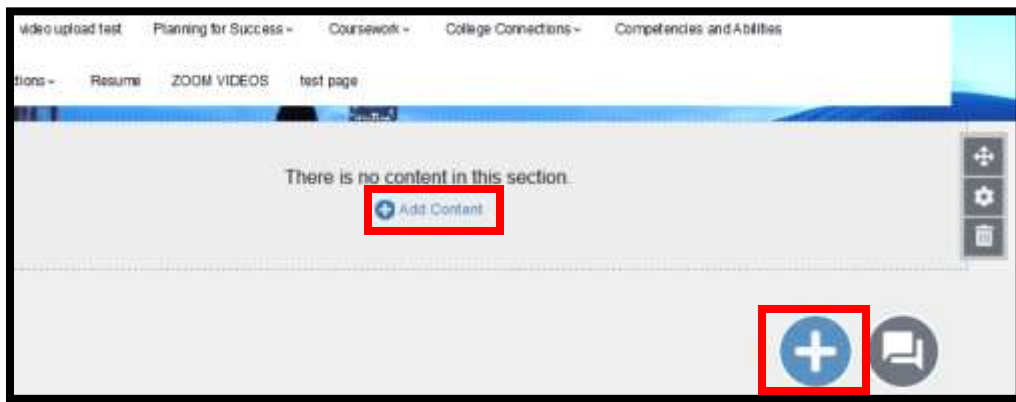


Image 1

Step 2: In the library, click the “template” button. Then type in the name of the assignment template you want to add to your ePortfolio. (See image 2)

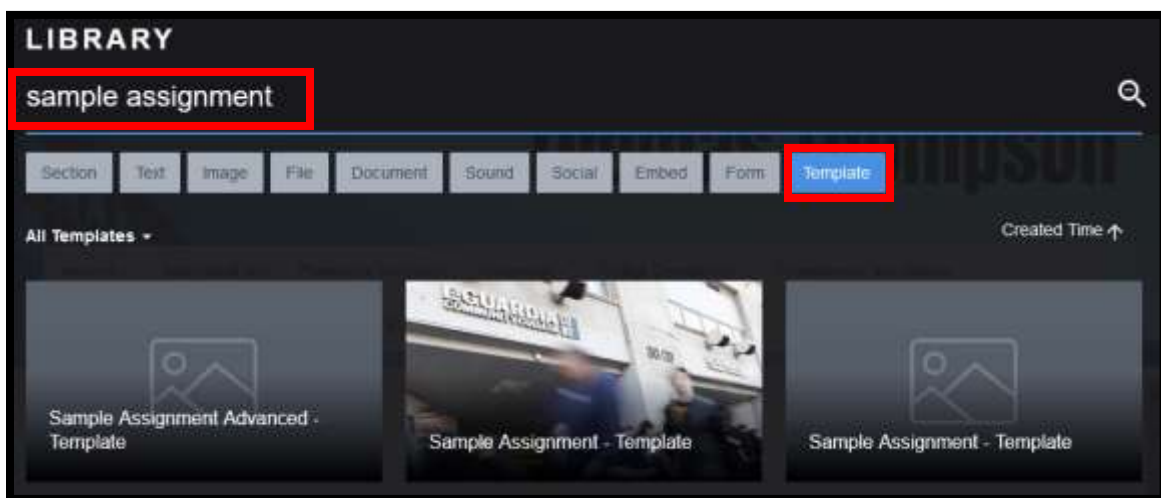


Image 2

Step 3: Select the template from the list. Then click on the “Use This Template” button to add the template to your ePortfolio. The assignment template will now be added to the page. (See images 3 and 4)

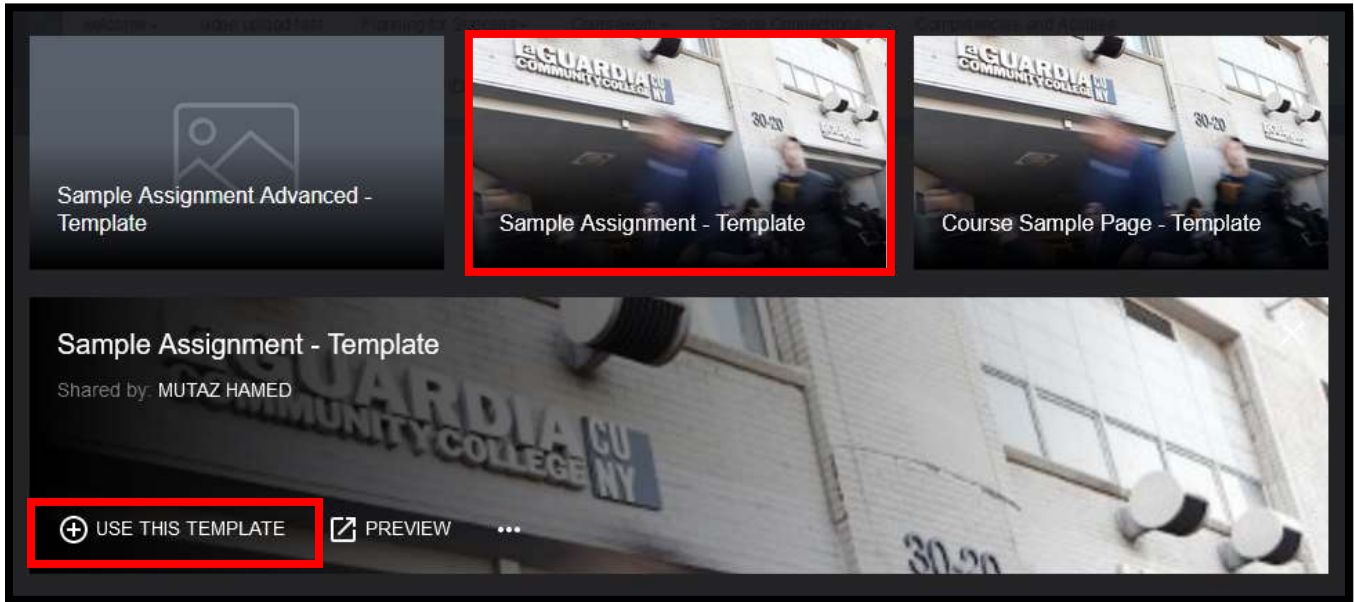


Image 3

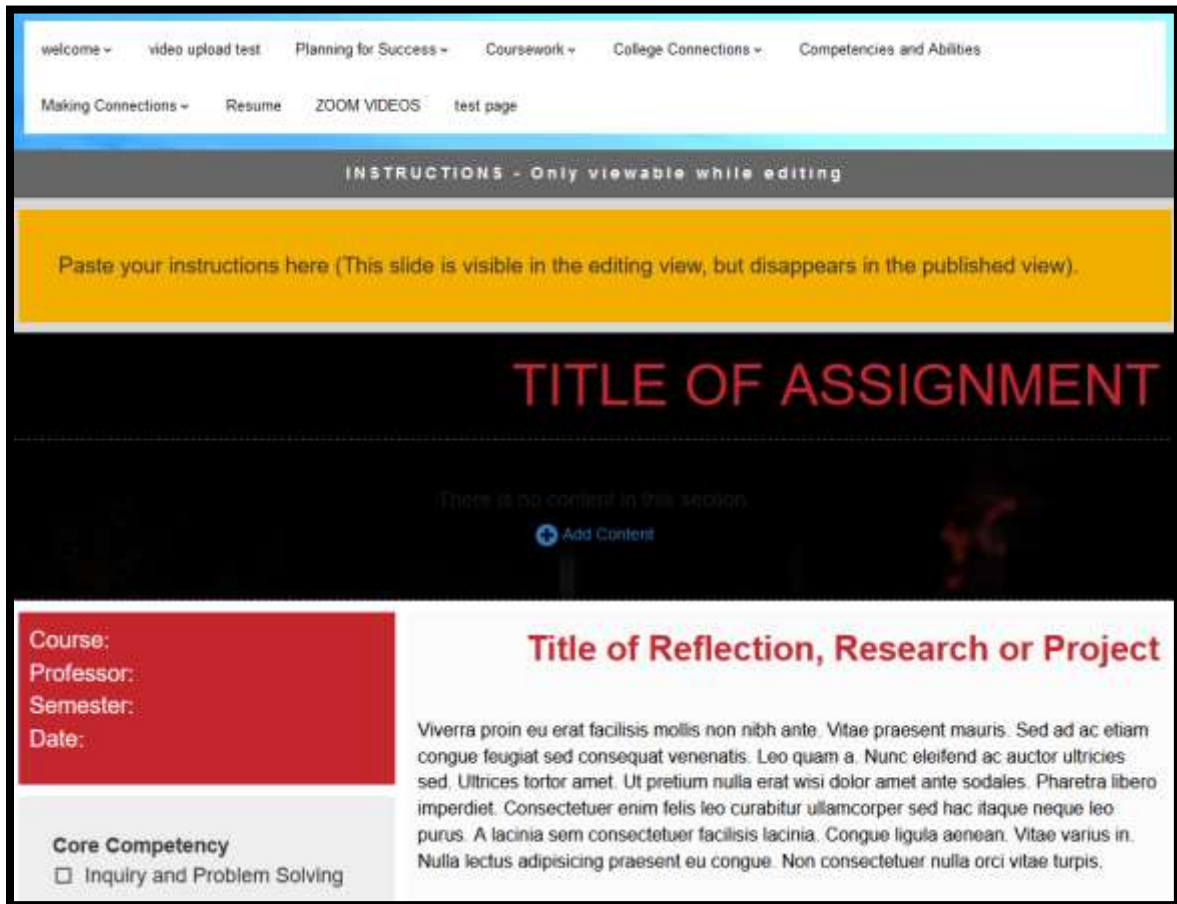


Image 4

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.